

**ACTFL PROFICIENCY ASSESSMENT APPLICATION FORM****VIRGINIA TEACHER APPLICANTS**

Please complete and return this form by mail or fax to the ACTFL Testing Office.

LAST NAME: \_\_\_\_\_ FIRST: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

SOCIAL SECURITY # \_\_\_\_\_ PHONE: DAY: \_\_\_\_\_ EVE: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_ (important)

1. LANGUAGE (Circle one): Arabic, Chinese, French, German, Italian, Japanese, Russian, and Spanish (WPTs in Japanese and Chinese will be available in the Fall 2004.)

Check One:2. TYPE OF ASSESSMENT(S) NEEDED: ☐ ACTFL Oral Proficiency Interview (OPI) - \$129.00 (Telephone interview)☐ ACTFL Writing Proficiency Test (WPT) - \$50.00☐ Both an OPI and a WPT - \$160.00Check One:3. WILL YOU TAKE THE TEST(S) AT: ☐ K12 school or school district office☐ A college

## 4. SCHOOL/COLLEGE PROCTOR INFORMATION.

For the telephonic OPI, the school/college must provide a private setting with a telephone available.

For the WPT, the school/college must provide a proctored, private setting, and in for Spanish, French and German, a computer with Internet access.

a. PROCTOR'S NAME \_\_\_\_\_ TITLE \_\_\_\_\_

b. PROCTOR'S PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

c. PROCTOR E-MAIL \_\_\_\_\_

d. PLEASE INDICATE WHEN YOU AND YOUR PROCTOR ARE AVAILABLE FOR THE ASSESSMENT(S):

(Please allow at least 5 business days from the date of this request)

DATE \_\_\_\_\_; DATE \_\_\_\_\_

TIME(S): From \_\_\_\_\_ To \_\_\_\_\_; From \_\_\_\_\_ To \_\_\_\_\_

**NOTE: Provide a range of times to facilitate the scheduling of the OPI**

5. PROCTOR AGREEMENTS. Attached you will find an OPI Proctor Agreement and WPT Proctor Agreements (one for Internet French German and Spanish WPTs and another for other languages.). Please have your proctor complete the appropriate form(s) and submit them with your completed application.

**YOUR TEST RESULTS WILL BE SENT TO YOUR HOME ADDRESS. YOU WILL NEED TO FORWARD A COPY OF YOUR RESULTS WHEN SUBMITTING YOUR CREDENTIALS TO THE VIRGINIA DEPARTMENT OF EDUCATION.****METHOD OF PAYMENT FOR TEST FEE(S):**

There is a \$55.00 charge for missed appointments.

ADD FEE OF \$50.00 FOR EXPRESS SERVICE

A CHECK FOR THE TEST FEE(S) PAYABLE TO: **LTI, Inc.**

PLEASE CHARGE THE TEST FEE(S) TO A CREDIT CARD (COMPLETE SECTION BELOW)

**TOTAL CHECK/CHARGE INCLUDING TEST FEE(S) \$ \_\_\_\_\_ . 00**

MASTERCARD/VISA/DISCOVER (circle one) CARD#: \_\_\_\_\_

EXPIRATION DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

Note: all charges require a signature

## PROCTOR RESPONSIBILITIES AND AGREEMENT FORM FOR AN ACTFL ORAL PROFICIENCY INTERVIEW

\_\_\_\_\_ has applied to take an ACTFL Oral Proficiency Interview from your school by telephone. On the application form, you have been identified as the Proctor for this test(s). Please read below the responsibilities of the proctor.

### PROCTORING A TELEPHONIC ORAL PROFICIENCY INTERVIEW (OPI) FROM YOUR SCHOOL

The ACTFL Testing Office sent you by an OPI Appointment form that will specify the date and time of the interview, as well as the name of the tester and telephone number to call for the test.

As the Proctor, on the day of the test you will need to:

1. Check a photo ID of the candidate before the test start time to verify the candidate's identification.
2. Ensure that the candidate does not bring any resources into the test room: paper, pen, note, dictionaries, etc.
3. Ensure that the candidate does not bring a cell phone or recording device of any kind into the test room. Nor shall the proctor make a recording of the interview.
4. Put the candidate in a private setting with a telephone. No one but the proctor may enter the test room during the OPI.
5. Promptly at the appointed time, call the tester indicated on the Appointment form.
6. Introduce yourself to the tester and introduce the candidate. Hand the phone to the candidate and the tester will take it from there. A telephonic interview may not be taken conference call feature; the candidate must speak into the handset.
7. Ensure that the candidate does not receive assistance from any resources (dictionaries, etc.) or individuals during the interview.
8. Call the ACTFL Testing Office immediately if you anticipate any delays or have any difficulty reaching the tester.

The actual telephone interview will last between 10 and 30 minutes.

If your school does not want to accept charges for the telephone call to the tester, the above candidate must give the proctor a phone card number to use to place and charge the call.

By signing this document you are agreeing to accept the responsibility to strictly and faithfully abide by the stipulations and procedures outlined above. Please fax this completed form with a copy of your photo ID to LTI:ACTFL Testing Office.

Signature \_\_\_\_\_ Name \_\_\_\_\_

School \_\_\_\_\_ Position \_\_\_\_\_

School Division (if applicable) \_\_\_\_\_

Work Phone \_\_\_\_\_ Work Fax \_\_\_\_\_

Work E-mail \_\_\_\_\_ Date \_\_\_\_\_

Address: \_\_\_\_\_

**PROCTOR RESPONSIBILITIES AND AGREEMENT FORM  
FOR AN ACTFL WRITING PROFICIENCY TEST (WPT)  
VIA INTERNET FOR SPANISH, GERMAN, OR FRENCH**

\_\_\_\_\_ has applied to take an ACTFL Writing Proficiency Test in **French, German or Spanish** over the Internet from a computer at your school. On the application form s/he has identified you as the Proctor for this test(s). Please read below the responsibilities of a Proctor.

**PROCTORING AN INTERNET WRITING TEST FROM YOUR SCHOOL**

If you agree to proctor this test, we will send you by email a Proctor ID number that you must use when you sign-on to the Writing Test Utility on the LTI website. This is your personal and private Proctor ID number and is not to be shared with anyone. We will send a second email to you with detailed instructions for signing your candidate on to a writing test a. To proctor this test:

- 1) A PC (IBM, Dell, Hewlett Packard, Compaq, etc.) in a private setting with Internet access must be identified. The Internet WPT does not work on Macs/Apples at this time. The PC must have Microsoft Word 2000 on its C-drive and use Internet Explorer as a connected web browser.
- 2) Check a photo ID of the candidate before the test start time to verify the candidate's identification.
- 3) Insure that the candidate does not bring any resources into the test room: paper, pen, note, dictionaries, etc.
- 4) Insure that the candidate does not bring a cell phone or recording devise of any kind into the test room. Nor shall the proctor make a recording of the interview.
- 5) Put the candidate in a private setting with a telephone. No one but the proctor may approach the candidate and/or the candidate's computer station during the duration of test.
- 6) When ready to start, the Proctor signs onto the LTI Writing Test Utility to open the candidate's test.
- 7) Once the Writing Proficiency Test Directions appear on the screen, the candidate is to be seated at the computer to take the test. The candidate should be allowed 10 minutes to read the test directions and then click on the start button to begin the actual test that lasts a maximum of 80 minutes and is timed by the computer.
- 8) The Proctor must remain in the room with the candidate during the 80 minutes to insure that the candidate does not use any resources (dictionaries, grammar texts, notes) or call upon the assistance of other individuals to assist them with answering the test prompts.
- 9) Should the computer freeze-up or the program close, the Proctor will need to re-boot the computer, sign the candidate back into the Internet Writing Test site and restart the test. If this fails the Proctor should call ACTFL Testing Office for assistance.

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Signature \_\_\_\_\_ Name \_\_\_\_\_

School \_\_\_\_\_ Position \_\_\_\_\_

School Division (if applicable) \_\_\_\_\_

Work Phone \_\_\_\_\_ Work Fax \_\_\_\_\_

Work E-mail \_\_\_\_\_ Date \_\_\_\_\_

Address: \_\_\_\_\_

**PROCTOR RESPONSIBILITIES AND AGREEMENT FORM  
FOR ACTFL WRITING PROFICIENCY TESTS (WPT)  
VIA TEST BOOKLET**

\_\_\_\_\_ has applied to take an ACTFL Writing Proficiency Test in **Arabic, Chinese, Italian, Japanese or Russian** in test booklet form at your school. On the application form s/he has identified you as a qualified Proctor for this test(s). Please read below the responsibilities of a WPT Proctor:

The ACTFL Testing Office will send you sealed test booklets to administer in a proctored and timed test session to the candidate at your school. As the Proctor, you will need to:

- Receive and sign for a shipment of a sealed test booklet with “WPT Proctor Instructions” and store it in a locked storage at your school until the time of the test administration.
- Insure that no one makes any copies of any of the test materials before, during or after the test is administered.
- Upon completing of a test administration, ship by a secure overnight carrier (FedEx, UPS, etc.) the sealed test booklet and all test materials to the address given to you by LTI

On the day of the test, you will need to:

1. Check and copy a photo ID of the candidate before the test start time to verify the candidate’s identification.
2. Ensure that the candidate does not bring any resources into the test room: paper, pen, notes, dictionaries, laptops, etc.
3. Ensure that the candidate does not bring a cell phone, pager, palmcorder, camera or recording device of any kind into the test room.
4. Ensure that no party shall make copy – by hand or machine - of any test materials.
5. Put the candidate in a private setting with a writing surface and provide sharpened pencils and pens – only. No other paper or materials shall be distributed by the proctor.
6. Following the “WPT Proctor Instructions” distribute the sealed booklet and pencils (or pens) to the candidate.
7. Read the “WPT Instructions” (found in your “WPT Proctor Instructions” aloud to the candidate and begin the test.
8. Time the test for 90 minutes. Remain in the room for the entire test period to ensure that the candidate receives no assistance of any kind on the test.
9. At the end of 90 minutes, instruct the candidate to place ALL test materials, test booklet, original envelope and scrap paper in the return envelop provided in the original envelope, seal the envelope and sign the seal.
10. Collect the completed, sealed test booklet.
11. Attach a photo ID of the candidate and ship the paperwork and the completed, sealed booklet to the ACTFL Testing Office.

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Signature \_\_\_\_\_ Name \_\_\_\_\_

School \_\_\_\_\_ Position \_\_\_\_\_

School Division (if applicable) \_\_\_\_\_

Work Phone \_\_\_\_\_ Work Fax \_\_\_\_\_

Work E-mail \_\_\_\_\_ Date \_\_\_\_\_

Address: \_\_\_\_\_